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September 20, 1944

PROCUREMENT MEMORANDUM NO. 11

To: Chiefs of Procurement and Price Support, Program
Liaison, Shipping and Storage Branches, and
Finance Division

From: *Otie M. Reed*
Otie M. Reed, Acting Deputy Director for Supply

Subject: Defense Aid Requisitions -- Cancellation or Completion

Requests for cancellation or notices of completion of Defense Aid Requisitions may be initiated by the Finance Division or any branch or division reporting to the Deputy Director for Supply. Such requests or notices shall be approved by the Deputy Director for Supply, the Shipping and Storage Branch, the Procurement Branch, the Program Liaison Branch, and the Finance Division. Requests for cancellations of requisitions shall be signed and transmitted to the FEA by the Deputy Director for Supply. Completion of requisitions shall be reported to the FEA by means of the Defense Aid monthly financial reports prepared by the Finance Division.

B-591



